



HUNTERDON COUNTY YMCA JOB DESCRIPTION

**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB TITLE: Head Counselor
REPORTS TO: Camp Director
JOB CATEGORY: Non-Exempt, Part-Time

DEPT: Camps, RVCLC
SALARY GRADE: 5
DATE: 5/10/13

GENERAL FUNCTION:

To provide leadership that enables group staff and campers to have a positive camp experience functioning within camp goals, camp and Hunterdon County YMCA policies and state guidelines.

At the YMCA we value the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission:

Caring: To love others; to be sensitive to the well-being of others; to help others.

Honesty: To tell the truth; to be worthy of trust; to have integrity.

Respect: To treat others as you would have them treat you; to value the worth of every person, including yourself.

Responsibility: To do what you ought to do: to be accountable for your behavior and your obligations.

As an essential function of this position, the individual must be able to communicate, teach and model these values to members, program participants and the general public.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

1. Must be at least 18 years old.
2. Must have at least 3 years experience in working with children, planning activities, and supervising staff.
3. Must be able to swim.
4. Must have a pleasant personality and good communication skills.
5. Must possess at hire and maintain CPR certification, or acquire within 1 month of hire.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to withstand the heat, sun, and rain of the summer, stand; walk; reach with hands or arms; lift and/or move up to 50 pounds; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

PRINCIPAL JOB SEGMENTS:

1. Responsible for the safety and well being of campers assigned to his / her group.
2. Responsible for supervision of staff.
 - a. Delegates responsibilities appropriately

- b. Provides clear directions to staff
 - c. Turns in accurate time sheets for self and staff
 - d. Assures that all staff under the incumbent's supervision works within established YMCA and Camp policies.
 - e. Reports violations to Camp Director/Director
3. Follows the camp discipline guideline when managing camper issue and communicates to camp director and parents as necessary.
 4. Responsible for planning and implementing group activities.
 5. Responsible for submitting creative and engaging weekly lesson plans to director as requested.
 6. Responsible for teaching an elective.
 7. Responsible for assisting specialty coordinators.
 8. Responsible for being an additional spotter (support to lifeguards) while at swimming pools.
 9. Will participate in bus duty rotation schedule.
 10. Responsible for the safe drop-off and pick-up of all children at bus stops.
 11. Responsible for the safety and well-being of campers on bus.
 12. Responsible for the safe arrival and departure of all children at the parent pick-up circle and/or morning and aftercare program.
 13. Fills out accident and incident reports as necessary.
 14. Supports and participates in Association Initiatives according to Association criteria. Partners with other departments or outside agencies as appropriate to ensure success.
 15. Builds relationships with campers; encourages campers to build relationships with other campers and join in camp activities.
 16. Facilitates and guides the teaching of the values of caring, honesty, respect, and responsibility in our YMCA programs. In addition, models these values personally.
 17. Maintains discipline with children during all activities under the guidelines of the Hunterdon County YMCA Child Abuse Prevention Policy and Code of Conduct.
 18. Follows all Hunterdon County YMCA policies and procedures.
 19. Keeps Camp Director apprised of situations requiring his/her attention.
 20. Attends trainings, seminars and meetings as required.
 21. Performs other job-related duties as requested and necessary.

EFFECT ON END RESULTS:

The Head Counselor fills a vital role for the Hunterdon County YMCA staff team. The effectiveness of the incumbent shall be measured by the degree to which:

1. The YMCA will be known as a leader in the community, as a mission-driven, values-driven, ethical organization.
2. YMCA, American Camping Association and NJ Youth Camp Safety Act rules regulations and guidelines are adhered to at all times.
3. Camp group and activities run smoothly and in a safe organized manner
4. Satisfaction with program will be positive and evident through evaluation reports completed by parents each summer.
5. The Camp Director will be kept apprised of situations requiring his/her attention.

Incumbent Name: _____

Incumbent Signature: _____ Date: _____

My signature on this job description indicates my understanding and agreement with the requirements of this position.